



Arkansas Department of Community Correction

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ADMINISTRATIVE DIRECTIVE: 08-05 REHIRE OF STATE RETIREES

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

SUPERSEDES: NONE

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APPROVED: Signature on File EFFECTIVE: February 20, 2008

I. APPLICABILITY. This policy applies to employees, applicants and retirees.

II. POLICY. It is Department of Community Correction policy to consider retired State employees for rehire consistent with Act 1460 of 1999, Governor's Policy Directive 8 and Governor's Policy Directive 12.

III. DEFINITIONS.

A. Employee. A person regularly appointed or employed in a position of the Department of Community Correction for which he or she is compensated on a full-time basis and for which a class title and pay grade are established in Arkansas Code § 21-5-208.

B. Rehire. An employee returning to state service after a break in employment of at least two pay periods or the amount of leave time paid out, up to six weeks.

IV. PROCEDURES.

A. Classified job vacancies resulting from the retirement of state employees cannot be reserved for retiring employees who express interest in returning. Retiring DCC employees must follow application and interview procedures as established for any other applicant for classified positions.

B. If a state retiree is selected for a vacant position, the following guidelines must be followed:

1. The state retiree may not be re-employed earlier than one calendar month and not before exhaustion of the number of days in which they received lump sum compensation for annual/holiday leave. However, they may reimburse the Department for the number of days paid out over the calendar month not yet expired and return to state employment. This reimbursement will result in the appropriate number of days being reinstated to annual leave.
2. The state retiree receives compensation for unused sick leave at the time of retirement. The state retiree is not required to wait until the unused sick leave expires before returning to work and is not required to reimburse the state for this compensation.

C. The state retiree will not be guaranteed his or her exit salary. Salary will be reviewed along the same procedures and guidelines as other experienced and exceptionally well-qualified applicants. Labor market rates may apply.

D. The state retiree shall be eligible for all benefits such as insurance, sick leave, annual leave, career service bonus, etc., consistent with state policy. If the retiree has health insurance coverage offered through the retirement system, the retiree should consult with a Benefits Specialist to ensure proper and continual coverage. Rehired retirees may not further contribute to another state-sponsored retirement system unless specifically requested by the rehired retiree and approved by the appropriate retirement system.

V. REFERENCE. Act 1460 of 1999; GPD-8; GPD-12